

# **LEON COUNTY**

## **PURCHASING CARD POLICY**



**ADOPTED**  
**5/23/2000**

**LEON COUNTY  
PURCHASING CARD POLICY**

**12.04**

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CONTACTS

Errors, Disputes, Returns, Credits. . . . . . Keith Roberts, 488-6949

Lost or Stolen Cards: . . . . . 1-800-300-3084  
(Domestic)

Purchasing Division: . . . . . Keith Roberts, 488-6949

Finance Department: . . . . . Amanda Lewis, 577-4020

Visa Assistance Center  
Worldwide Emergency Service (Outside U.S.A.) . . . . . 1-800-300-3084

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Leon County provides a Purchasing Card Program to allow the purchase of small dollar goods and services in addition to the existing methods of Purchase Orders, Field Purchase Orders (FPOs), Direct Payments, and petty cash. This program will assist in providing county citizens with Board directed services in a more efficient and cost effective manner.

**Section I - General Information**

**A. Objective**

To provide a convenient small order purchasing system for County employees that complies with Board purchasing directives and internal controls in the provision of cost-effective superior services.

**B. Purpose. The Purchasing Card Policy and System will:**

1. Provide an efficient method of purchasing and paying for goods and services within an employee's authorized purchase limits.
2. Reduce the number of Regular and Field Purchase Orders and associated costs thereof.
3. Reduce the number of checks written and associated costs thereof.
4. Reduce processing time for vendor payment.
5. Reduce the use of direct payments and petty cash funds.
6. Reduce the time spent processing low dollar transactions resulting in increased billing reconciliation effectiveness.
7. Assist to ensure that Purchasing Card purchases are in accordance with the County's Purchasing Policy.
8. Improve management reporting.
9. Provide potential for enhanced discount structure with suppliers.
10. Improve service to the eligible users and vendor community.
11. Assist the County regain any expenses from inappropriate use of the Purchasing Card.
12. Provide guidelines for disciplinary action if the Purchasing Cards are misused.

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**C. DEFINITIONS**

1. Appointed Representative - an individual the Department Director selects to act on his/her behalf.
2. Approver - A person responsible for reviewing Cardholder transactions to ensure the appropriateness of activity and timely processing of charges.
3. Billing Cycle - The monthly billing period that begins the 4th day of each month and ends the 3rd day of each month with a 14-day grace period before payment is due.
4. Cardholder - the Leon County employee to whom a written Delegation of Authority has been given granting the use of the Purchasing Card to make purchases within preset limits on behalf of Leon County
5. Cardholder Profile - Parameters that are set for a designated Cardholder that identify the Cardholder, set default accounting codes and provide restrictions or spending limitations in the VISA Purchasing Card system.
6. Cash Advance - Use of the Purchasing Card to obtain cash from an ATM, banking institution, or other source.
7. Charge Slip/Documentation - Receipt of individual purchase (itemized list).
8. Contractor/Issuer - NationsBank (Bank of America).
9. Credit - Charged amount removed from total owed by Leon County.
10. Cycle Limit - A maximum dollar value of charges and/or number of transactions that may be for the billing cycle.
11. Daily Limit - A maximum dollar value of charges and/or number of transactions that may be charged per day.
12. Delegation of Authority - a document issued by the Director that establishes the individual as an authorized Cardholder. The delegation of authority will specify spending and usage limitations unique to that Cardholder.
13. Delivery Address - Complete address including Cardholder's name and room number (where applicable.)
14. Designated Representative - An individual appointed by the Department Director to receive Cardholder's monthly statement and receipts for that department.

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15. Dispute - When a Cardholder questions a transaction that is incorrectly posted to his/her account, is missing or incorrect, or when items are purchased and found defective or faulty.
16. MCC - Merchant Category Code assigned to a merchant by VISA which identifies the primary goods or services provided by the merchant.
17. Monthly Limit - A maximum dollar value of charges and/or number of transactions that may be charged during a month.
18. Non-stock materials - materials not available through the County Warehouse or Office Supply Center Inventory and existing Blanket Purchase Orders.
19. Official Use - Purchase of necessary merchandise for Leon County's use.
20. Payer - The individual in each Division who processes payment approvals of approved transactions the Cardholders in the Division. This involves assigning proper accounting codes and checking the available budget prior to forwarding invoices to the Finance Department.
21. Purchasing Card - A credit card that is used as an alternative payment method.
22. Purchasing Card Administrator - The individual who is responsible for Leon County's Purchasing Card Program and is appointed by the County Administrator.
23. Reconciler - The individual who reconciles Cardholder receipts.
24. Reconciliation - Balancing charge slips with purchasing card statement.
25. Services - Non-personal temporary work.
26. Single purchase limit - Each Cardholder will be limited to a pre-determined maximum on any single small non-stocked product or service, \$1,000 for travel and training or as otherwise determined by the County Administrator upon approval of the travel or training request..
27. Small Purchase - an acquisition of supplies, non-personal services, and construction in the amount of \$399.99 or less.
28. Statement - Monthly record of charges and credits.
29. Supervisor - The individual who supervises a Cardholder and who has been delegated the responsibility for reviewing transactions to ensure the

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appropriateness of activity and timely processing of charges and/or credits.

30. Tax exemption - all purchases shall be exempt from state and local taxes, in accordance with state law.

**D. Responsibilities:**

The following are the responsibilities of the individuals and organizations involved in the Purchasing Card System.

**1. Card Holder**

- a. Retain and secure Purchasing Card and card number.
- b. Order materials and services within the card limits.
- c. Receive and inspect all ordered materials and services.
- d. Collect and retain all documentation of the transaction, e.g. sales receipts, charge slips, receiving slips, etc.
- e. Match all documentation with evidence of transaction, weekly accounting report and monthly card statement and ensure validity of all transactions.
- f. Identify and resolve all disputed charges.
- g. Verify correctness of accounting information.
- h. Sign monthly statements verifying charges prior to submission to approving authority,

**2. Department/Division Director**

- a. The approving authority must be at least a level higher than the Card Holder and have direct knowledge of the use of the purchased goods or services.
- b. Review and approve monthly statement.
- c. Forward statement with completed transmittal form to the Finance Department.

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3. Department Administrator (appointed by the Group Director)
  - a. Request Purchasing Cards for designated employee(s).
  - b. Collect cards from Card Holders terminating employment.
  - c. Evaluate the need to cancel or reissue cards when employee transfers.
  - d. Coordinate all functions of the Purchasing Card system with the Purchasing Card Administrator for the department.
  - e. On a semi-annual basis the Purchasing Card Administrator will provide each Department Administrator with a list of Purchasing Cards issued to employees in the department. The Department Administrator will conduct a physical inventory of the Purchasing Cards and provide a report to the Purchasing Card Administrator and Finance Department of the results of the inventory.
- 4, Purchasing Card Administrator (appointed by County Administrator)
  - a. Coordinate issuance, cancellation and controls of cards.
  - b. Coordinate program policy issues.
  - c. Participate in ongoing program reviews.
  - d. Maintain Policy and Card Holder guides/manuals.
5. Finance Department
  - a. Receive approved monthly statements from Card Holder.
  - b. Receive consolidated monthly statement from Purchasing Card issuer.
  - c. Confirm that all charges are authorized by the Division Director or designee and maintain an authorized signature sheet on each.
  - d. Notify Department Administrators when approved monthly statements are not received.
  - e. Pay monthly charges from consolidated monthly statement.
  - f. Process accounting data into the County financial system.



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- g. File and store statements.
- h. Coordinate and maintain internal controls.
- 6. Purchasing Division
  - a. Evaluate Purchasing Card feedback from suppliers.
  - b. Establish and monitor bench marking objectives.
  - c. Coordinate and expand use of the Purchasing Card.
  - d. Perform physical audit of Purchasing Card Holder.

**Section II - Card Controls**

- A. Assignment and Control of the Purchasing Card
  - 1. Request for and Issuance of Purchasing Cards
    - a. Purchasing Cards will be issued to individual employees who are directly involved in the purchasing of goods or services as recommended by the Department Administrator.
    - b. Requests for new Card Holders or for changes to current Card Holders shall be made by submitting a Purchasing Card Request/Change Form to the Purchasing Division.
    - c. The Purchasing Card will have the employee's name, the County name, card number, and the expiration date embossed on the face of the card. The County's Florida sales tax exemption number is preprinted on the face of the card. The Purchasing Card issuing company will not have individual Card Holder information other than the Card Holder's name and work address. No credit records, Social Security numbers, etc. of the Card Holder are maintained by the issuing company.
    - d. When the Finance Department Administrator receives a Procurement Card from the issuing card company, the Card Holder will be required to personally attend and complete Purchasing Card Users Training and sign a Purchasing Card Agreement Form prior to receipt of the card.
    - e. The Card Holder will be given a copy of the Purchasing Card Policies and Procedures Guide and an oral review of the program.

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2. Suspension or Revocation of Purchasing Cards

- a. The Purchasing Card Administrator may suspend or terminate cardholder privileges of any cardholder for improper or unauthorized use.
- b. The Purchasing Card Administrator may suspend or terminate cardholder privileges individually or of any group of cardholders in a Division or Department for repeated problems including, but not limited to, improper or unauthorized use, improper record keeping, and untimely report submission.
- c. The County Administrator may suspend or revoke any purchasing card with or without cause.

B. Card Holder Use of Purchasing Card

- 1. Card Holder use only - The Purchasing Card may be used **only** by the employee whose name is embossed on the card. No other person is authorized to use the card. The reverse side of the Purchasing Card must be signed by the Card Holder. The Card Holder is responsible and accountable for all transactions that occur on his/her card.
- 2. County Purchases Only - The Purchasing Card is to be used for County purchases only. The Purchasing Card **cannot** be used for any personal use. Any personal use of the Purchasing Card will require immediate reimbursement to the County for any personal items and may result in disciplinary action including revocation of the right to use the Purchasing Card and/or other disciplinary action which may include termination of employment.
- 3. Limits and Restrictions- Each Purchasing Card will have spending limits established by the Purchasing Card Administrator for each of the following:
  - a. dollar total per transaction
  - b. dollar total per day
  - c. dollar total per month
  - d. Number of transactions per day or month

A purchase may be made of multiple items but the total charge cannot exceed the assigned transaction limit. All purchases will be made under the thresholds in the County Purchasing Policy. Charges for purchases **shall not be split to** stay within the single purchase limit. Splitting charges will be considered abuse of the Purchasing Card.

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4. Other Conditions
  - a. All items purchased over-the-counter must be immediately available. No back ordering is allowed.
  - b. All items purchased by telephone/Internet should be delivered by the vendor within the 30 day billing cycle and delivered in a single shipment. No back ordering is permitted.
  - c. County Price Agreement and items in the Warehouse/Office Supply Center must be checked prior to open market purchasing.
5. Prohibited Uses of Purchasing Cards - The following types of items may not be purchased with a Purchasing Card:
  - a. Any item(s) for personal or non-County use.
  - b. Gasoline, fuel, or oil; except when on approved travel in a County-owned vehicle.
  - c. Vehicle Repairs.
  - d. Cash Advances
  - e. Telephone Charges (except when on approved County travel)
  - f. Any additional goods or services, specifically restricted by the Director of Purchasing, as notified from time to time.
  - g. Travel expenses; except when on approved travel. All purchases for travel must follow the County Travel policy and Procedures.
  - h. Merchant Category Codes (MCC) are assigned by VISA to each merchant identifying the primary type of goods or services provided. These codes are used to impose purchasing restrictions at the point of sale when the merchant requests authorization for the transaction on a purchasing card.

The following list includes, but is not limited to, those Merchant Category Codes that will not be used with the Purchasing Card:

4722 Travel Agencies  
5598 Snowmobile Dealers  
5813 Drinking Places-Bars  
5921 Package Stores, Beer, Wine and Liquor  
5960 Direct Marketing Insurance Services

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5993 Cigar Stores and Stands  
6010 Financial Institutions-Manual Cash Disbursements  
6011 Financial Institutions Automatic Cash Disbursement  
6051 Non-Financial Institutions Foreign Currency  
7273 Dating and Escort Services  
7276 Tax Preparation Services  
7280 Hospital Patient Personal Funds Withdrawal Accounts  
7297 Massage Parlors  
7995 Betting  
9222 Fines  
9223 Bail and Bond Payments  
9411 Government Loan Payments

- i. The following Merchant Category Codes will only be used by Cards designated as "Travel" Cards:

3000 to 3299	Airlines
3300 to 3499	Automobile Rentals
3501 to 3999	Hotels
4112	Passenger Railways
4131	Bus Lines, Including Charter, Tour Buses
4411	Steamship/Cruise Lines
4457	Boat Rentals and Leases

**C. Lost or Stolen Purchasing Cards**

If a Purchasing Card is lost, stolen, or misplaced during normal working hours, Monday - Friday 8:00 A.M. to 5:00 P.M., the Card Holder is to immediately notify the Purchasing Card Administrator. If the Purchasing Card is lost, stolen, or misplaced during any other hour or day, the Purchasing Card company must be notified immediately at 1-800-538-8788 and notification given to the Purchasing Card Administrator the next work day.

**D. Termination or Transfer of Card Holder**

When an employee terminates employment or is transferred to another Department or Division, the Department/Division Administrator shall collect the Purchasing Card, cut it in half, and submit all pieces of the card to the Procurement Card Administrator with an explanatory memorandum.

If the Department/Division Administrator is unable to collect the Purchasing Card when an employee terminates or transfers, the Department/Division Administrator shall immediately notify the Purchasing Card Administrator by telephone, followed by a memorandum. The Purchasing Card Administrator shall ensure that the card is canceled.

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**E. Disciplinary Action Guidelines**

1. Improper or unauthorized use of the card.
  - a. Any incident of improper or unauthorized use of the card shall be reported immediately to the Purchasing Card Administrator.
  - b. The Purchasing Card Administrator may suspend or terminate cardholder privileges for improper or unauthorized use.
  - c. Improper or unauthorized use of the card may subject the employee to appropriate disciplinary action as follows:
    - 1) First Offense: written reprimand, placed in the cardholder's personnel file.
    - 2) Second Offense: three days suspension without pay.
    - 3) Third Offense: termination of employment with Leon County.
2. The appropriate disciplinary action will be dispensed by the immediate supervisor based on consultation with the individual and the Department/ Division Director
3. In addition to any administrative and disciplinary action that may be taken, the employee may be required to reimburse the County for the total amount of the improper charges through payroll deduction or direct payment.
4. Failure to submit reports and required documentation within the time periods required in the procedures may result in the following:
  - a) First Offense: Suspension of cardholder privileges for a minimum of seven (7) days and an oral warning.
  - b) Second Offense: Suspension of cardholder privileges for a minimum of thirty (30) days and a written reprimand to be maintained in the employee's County personnel file.
  - c) Third Offense: Immediate termination of cardholder privileges and a written reprimand to be maintained in the employee's County personnel file.
5. The time periods may be adjusted by the Purchasing Card Administrator as necessary due to emergency, natural disaster, acts of God, or other appropriate reason.

### **Section III - Procedures for Making and Paying for Purchases**

**A. Documentation of over-the-counter purchases**

1. When an over-the-counter purchase is made, the Card Holder must obtain the customer's copy.
2. All documentation received which is evidence of the transaction (e.g. sales receipt, charge slip, packing slip, etc.) must be retained by the Card Holder for matching with the monthly statement, and subsequent submission to the Finance Department.

**B. Telephone/Internet Orders**

1. When placing a telephone/Internet order, the Card Holder must confirm that the vendor will charge the Purchasing Card when shipment is made so the receipt of the order may be certified on the monthly statement. Be sure shipping/handling costs are shown and included in dollar total. The Card Holder must receive a delivery slip with the order to retain for matching with the monthly statement.
2. A log shall be used to document or record telephone/Internet purchasing card orders. The log should be held until the monthly statement is received and attached to the statement when it is submitted for payment. The log must show, in sufficient detail, the vendor, date of order, total cost, date of receipt, and a general description of the types and numbers of items purchased.

**C. Sales and Use Taxes**

Leon County is exempt from paying any State of Florida sales and use tax - this applies even with use of the Purchasing Card. The Card Holder is to make this clear to the vendor at the time of the purchase, whether it is an over-the-counter purchase or a telephone/Internet order. If the vendor charges sales tax, the Card Holder must contact the vendor and obtain a credit equal to the amount of the sales tax. The tax number will be printed on the purchasing card.

**D. Returning Merchandise Purchased with the Card**

Cardholder is responsible for managing any return/exchanges and ensuring that proper credit is received for returned merchandise. Cardholder should contact the vendor and obtain instructions for return. Appropriate documentation should be received for the transaction and after the transaction, the statement should be reviewed to ensure that the account has been properly credited for the return/exchange.

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**E. Documentation**

The Card Holder must obtain and retain all documentation for each transaction (e.g. sales receipt, charge slip, packing slip, etc.). Failure to provide this documentation may result in the Card Holder reimbursing the County for that particular charge.

**F. Payment and Invoicing Procedures**

1. The Purchasing Card company will forward a weekly activity report to the Finance Department. This report will be forwarded to the Dept./Division Administrator by e-mail who will forward a copy to the Card Holder. This will allow the activity report to be reviewed by the Card Holder to verify the prior week's charges, resolve any discrepancies and attach all documentation to the weekly Activity Report. The Purchasing Card company will mail an individual billing statement to the Card Holder's office and a consolidated statement for all Card Holders to the Finance Department. This monthly billing statement will list all transactions processed during the previous billing cycle (usually 30 days).
2. The Card Holder must review the billing statement and resolve any errors or disputes. Accounting information will be recorded on the monthly billing statement. The object code for each charged item must be identified and written beside that individual item. The fund, agency and organization codes will be identified on the Transmittal Form. All documentation received which evidences the transaction (e.g. sales receipt, charge slip, packing slip, etc.) will be attached to the monthly billing statement and attached to the transmittal form, signed by the Card Holder. By signing the transmittal form, the Card Holder is certifying that all charges are appropriate and charges are substantiated by attached documentation. The billing statement will then be forwarded to the Department/Division Director or designee for review and approval. After the approving authority has reviewed and signed the billing statement and transmittal form, the package is forwarded to the Finance Department within seven (7) working days after receipt by the Card Holder.

The Finance Department will ensure that all Purchasing Card charges are paid and that the consolidated statement is reconciled against the individual Card Holder statement. To accomplish this, the Finance Department will establish a clearing account in each Department/Division from which the billing statement will be paid. After the payment has been made to the Purchasing Card company from the clearing account, the Finance Department will then debit the Department/Division's line item budget. The Department/Division Administrator will be notified by the Finance Department when individual statements are not received in the allotted time.

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Failure to meet the seven (7) working day deadline may result in the revocation of the Purchasing Card.

- a. If items purchased with the Purchasing Card are defective, the Card Holder must return the items to the vendor for replacement or credit. If the service paid with a Purchasing Card is faulty, the Card Holder must notify the vendor providing the service and have the service corrected or provide a credit. If the vendor refuses to replace or correct the faulty item or service, the purchase will be considered in dispute.
- b. If a vendor charges the Card Holder Florida Sales and Use Tax on the purchase, the Card Holder must get a credit for the amount of the tax. If the Card Holder cannot get a credit, then the Card Holder must contact the Purchasing Card Administrator for further direction.
- c. Write "disputed" next to any disputed item on the Card Holder's billing statement and provide a completed Dispute Form P-CARD 004.
- d. It is essential that the time frame and documentation requirements established by the Purchasing Card issuer be followed to protect the Card Holder's rights in dispute.

**G. Dispute Procedures**

A dispute occurs when a Card Holder questions a transaction that has been charged to their account. If this occurs, the following steps must be taken to ensure prompt attention.

- 1. The Card Holder must contact the merchant about the transaction and supply the necessary information to begin the resolution process.
- 2. The Card Holder completes the Dispute Form explaining the reason(s) for the dispute, attaches a copy of the statement the item was posted on, and sends it to the Dept./Div. Administrator. The Dept./Div. Administrator will notify the Purchasing Card company by fax. The company will then place the transaction into a disputed status.
- 3. If the problem is resolved between the merchant and the Card Holder, the Card Holder must write the solution agreed upon on the bottom of the Dispute Form (previously sent to the Dept./Div. Administrator) and fax it to the Purchasing Card company as soon as possible with a copy to the Purchasing Card Administrator.
- 4. If an agreement cannot be reached, the following steps will be taken:



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- a) The Purchasing Card company must determine who is responsible for researching the transaction, including requesting a copy of the sales draft.
- b. If the Card Holder is actually responsible for the transaction, the dispute is settled in favor of the Purchasing Card company and no further action is necessary. If the Card Holder is not responsible for the transaction, the dispute is settled for the Card Holder and the charge-back process may be initiated against the merchant.
- c. If there continues to be a problem with a particular merchant, the Department/Division Administrator should be advised of the problem by the Card Holder. The Department/Division Administrator will send a memorandum to the Purchasing Card Administrator noting the facts.

**LEON COUNTY  
PURCHASING CARD REQUEST/CHANGE FORM**

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**REQUEST TO ISSUE** A LEON COUNTY PURCHASING CARD TO:

Employee Name	
Position	
Dept./Div.	

For the purpose of procuring items or services necessary to the performance of that position with Leon County, the following limits are requested:

SINGLE PURCHASE LIMIT     \$ \_\_\_\_\_

WEEKLY PURCHASE LIMIT     \$ \_\_\_\_\_

MONTHLY PURCHASE LIMIT     \$ \_\_\_\_\_

REQUESTING DEPT./DIV. DIRECTOR \_\_\_\_\_ Date \_\_\_\_\_

RECOMMENDED DEPT./DIV. ADMINISTRATOR \_\_\_\_\_ Date \_\_\_\_\_

**REQUEST TO CHANGE** A LEON COUNTY PURCHASING CARD

CARD NO. \_\_\_\_\_ EMPLOYEE'S NAME \_\_\_\_\_

CHANGE REQUESTED:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REQUESTING DEPT./DIV. DIRECTOR \_\_\_\_\_ Date \_\_\_\_\_

RECOMMENDED DEPT./DIV. ADMINISTRATOR \_\_\_\_\_ Date \_\_\_\_\_

**FOR PURCHASING CARD ADMINISTRATOR USE ONLY**

CARD NUMBER \_\_\_\_\_

ISSUING DATE \_\_\_\_\_

CHANGE DATE \_\_\_\_\_

APPROVED PURCHASING  
CARD ADMINISTRATOR \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED PURCHASING  
DIVISION COORDINATOR \_\_\_\_\_ DATE \_\_\_\_\_

I certify that I have received a Leon County Purchasing Card to be utilized in the performance of my duties for Leon County. I also agree to the following:

1. While making financial commitments on behalf of Leon County, I will purchase ethically, fairly, and without conflict of interest, obtain the best value on each purchase, and avoid sales tax.
2. I agree to use the Purchasing Card solely for purchases directly related to the performance of my duties and I understand that I cannot use the Purchasing Card for personal or other non-County business purposes. Should I use the card for personal or non-County business purposes, or in violation of established policies, I agree to reimburse the County for any costs associated with such misuse.
3. I acknowledge, agree, and authorize that, should I fail to timely reimburse the County for any personal or non-County business purpose purchases or charges on the Leon County Purchasing Card, the County may deduct the amounts necessary to recover the costs of said purchases or charges from my salary or wage. I understand such deductions shall continue from paycheck to paycheck until all amounts due are recovered by the County. I further acknowledge and agree that this authorization is pursuant to and consistent with the provisions of Section 112.171, Florida Statutes.
4. I have received the established procedures for the use of the Purchasing Card and will comply with the terms and conditions of the Purchasing Card program and any Guide or procedures which may be subsequently issued. Failure to follow these procedures may result in revocation of my privilege to use the card and/or other action up to and including termination of employment.
5. I agree to return the card immediately upon request or upon termination of employment or transfer.
6. I will protect and safeguard the Purchasing Card. If the Purchasing Card is lost or stolen, I agree to notify the Purchasing Card Administrator or Purchasing Card Company immediately.
7. I agree to promptly reconcile my statement, and make any needed adjustments. I will ensure that transaction documents are obtained and attached to the Purchasing Card Transmittal Form. Further, I understand that my use of the Purchasing Card will be audited, and I will assist reviewers and auditors in examining the Purchasing Card program.

I certify that I have received the Leon County Purchasing Card identified below and a copy of the Leon County Policies relating to said card, and I understand and agree to the terms set forth therein. I agree that I will relinquish my Purchasing Card to Leon County when requested to do so. I also understand that failure to use this Purchasing Card in accordance with all rules and regulations may require relinquishing the Card, reimbursement to the County, deduction from my salary or wage, and/or disciplinary action, up to and including termination of employment.

---

**Employee's Name**

---

**Employee Signature**

---

**Card Number**

---

**Date**

PCard 02 - 11/10/99

# **LEON COUNTY PURCHASING CARD TRANSMITTAL FORM**

TRANSMITTAL DATE \_\_\_\_\_ STATEMENT DATE \_\_\_\_\_

CARD NUMBER \_\_\_\_\_

EMPLOYEE'S NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

## ACCOUNTING INFORMATION:

FUND	ORG	ACCOUNT	PROGRAM	DOLLAR AMOUNT
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

STATEMENT TOTAL AMOUNT \$ \_\_\_\_\_

DISPUTED AMOUNT \$ \_\_\_\_\_

TOTAL TO BE PAID \$ \_\_\_\_\_

I certify that the charges reflected on the attached statement are appropriate and in accordance with the Purchasing Card policies and request this statement be paid.

\_\_\_\_\_  
CARD HOLDER'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT CARD HOLDER'S NAME

\_\_\_\_\_  
APPROVING AUTHORITY SIGNATURE

\_\_\_\_\_  
DATE

## LEON COUNTY PURCHASING CARD DISPUTE FORM

\_\_\_\_\_  
Name (as appears on card)

\_\_\_\_\_  
Account Number (as printed on card)

\_\_\_\_\_  
Billing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Business Phone Number

\_\_\_\_\_  
Fax Number

### DISPUTE ISSUE

**9** Incorrect \$ Amount (attach sales receipt)

**9** Duplicate Posting

**9** Credit Not Processed (attach credit receipt)

**9** Sales Tax Incorrectly Charged

**9** Other, provide detail below.

\_\_\_\_\_  
Vendor

\_\_\_\_\_  
Product/Service

\$ \_\_\_\_\_  
Dollar Amount

PROVIDE DETAILS ABOUT THE DISPUTED ITEM(S):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Card Holder's Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE DISPUTE RESOLVED \_\_\_\_\_

DETAILS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by Purchasing Card Administrator \_\_\_\_\_ Date \_\_\_\_\_  
PCard04 - 11/10/99

### PURCHASING CARD TELEPHONE/INTERNET ORDER LOG SHEET

